

Job Applicant Skills Breakdown

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. Below is a detailed breakdown of my skills that I believe align with the needs of your team.

Technical Skills

- **Skill 1:** [Description]
- **Skill 2:** [Description]
- **Skill 3:** [Description]

Soft Skills

- **Skill 1:** [Description]
- **Skill 2:** [Description]
- **Skill 3:** [Description]

Experience Highlights

- **Job Title - Company Name:** [Brief Description]
- **Job Title - Company Name:** [Brief Description]
- **Job Title - Company Name:** [Brief Description]

Thank you for considering my application. I am eager to bring my expertise to [Company Name] and contribute to your team's success.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]